



Please email [Mireille.Ngokion@crs.org](mailto:Mireille.Ngokion@crs.org) to express interested in this assignment.

**Farmer to Farmer Rwanda**

**Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	RW229
Country	Rwanda
Country Project	Horticulture (Mushroom)
Host Organization	DEYI Ltd
Type of Volunteer Assistance	Business/Enterprise Development(E)
Type of Value Chain Activity	Processing (including primary and final product transformation, storage, transportation) = P
Assignment Title	Technical assistance on Mushroom Production and Processing (Mushroom substrate, mushroom tubes, fresh mushroom and mushroom flour) , Quality Management Practices and Certification.
Assignment preferred dates	January- February 2020
Objectives of the assignment	To provide technical assistance to the Management and staff of DEYI Ltd aimed to improve product quality (mushroom substrates, mushroom tubes, fresh mushroom, and mushroom flour).
Desired volunteer skill/expertise	As described above, to address this need, the volunteer for this assignment should have degree in one of the following fields: Food Sciences, Food Industrial Technology, quality control and management, or a related field. 5 years' experience is needed in: <ul style="list-style-type: none"> <li>• Operating a food processing factory and quality control insurance,</li> <li>• Maintaining a clean food processing spaces and equipment to meet safety standards,</li> <li>• Establish food inspection standards to ensure accuracy and quality according to food safety regulations</li> <li>• Prepare operating procedure for standard certification.</li> <li>• Must be familiar with adult training and coaching approaches.</li> </ul>

**A. Background:**

After being trained in China on JUNCAO Technology (the use of grass to produce mushrooms) for developing countries and participating in different training in Rwanda on entrepreneurship and mushroom cultivation, Leonidas Mushimiyimana came up with an idea of setting up DEYI Ltd in 2010 aiming at fighting malnutrition and employing a number of jobless young people and a group of poor women through JUNCAO/CHINA by using rubbish herbaceous plants that surrounded them. Since its establishment, DEYI Ltd has been producing and supplying oyster fresh mushroom to Hotels, Restaurants and markets in Kigali. Deyi also employs 10 permanent



staff (6 women, 8 youth) and 15 part time workers. The company is located in GASABO District/ Jabana Sector/Kabuye cell where they have completed their own building and installed the processing plant. DEYI Ltd building has different units for substrates, tube production, mushroom production, driers and the cold room, and stores. DEYI Ltd has been supported by USAID in the past, under the Private Driven Agriculture Growth Project ( PSDAG project) that helped the company to improve its technology and equipment by introducing new technologies and modern equipment.

**Current operations - Mushroom production, Market analysis and sales:**

DEYI Ltd produces and sells 16,800 Kgs/year of fresh mushroom and plans to extend the market across Rwanda and abroad. Per month, DEYI Ltd produces 7,875 mushroom tubes and sells them to NGOs, cooperatives, companies and neighboring households. Besides, DEYI has also supported other business to grow like youth projects, companies and cooperatives involved in mushroom production such as BIOVITA Ltd in Gasabo, Twisungane-Iwacu in Nyanza District, Abanyamurava in Musanze district. DEYI also set up different Vocational training centers . Each of those groups are good clients for DEYI . Apart from assisting these cooperatives to buy and sell their harvest, DEYI Ltd is also a market for rice bran from CORIKA rice cooperative.

**Market for the Mushroom**

DEYI Ltd supplies mushroom raw materials (cotton) to 10 companies and 11 cooperatives that produce mushrooms tubes and produces 1,330 Kgs fresh mushroom from out growers/month. The main outgrowers of DEYI are from Rulindo, Gicumbi Districts of Northern Province and Nyanza and Gisagara of Southern province. The company markets its produce to different Kigali market segments (open markets of Nyabugogo/Mutangana and Kimironko, different hotels like Serena, supermarket like Frulep, Simba, Kime etc). In June 2019, DEYI Ltd launched its new product which is oyster mushroom flour. The performance of the new product since then is 420 Kgs, but DEYI Ltd is planning to increase the sells for this new product after working on its standard requirement. To meet its quality certification requirements, DEYI is working with Rwanda Standards Board on quality control side in order to comply standard requirements and meet markets requirements for both Rwanda and export markets for both fresh mushroom and mushroom flour.

*Table No 1: DEYI annual income per product in 2018 and anticipated projected income after the intervention with F2F:*

Types of Products	Current performance			Projection after F2F Intervention		
	Quantity Sold	Unit Price ( Rwf/Kg or pieces)	Current Sales (September 2018 – August 2019)	Quantity Sold	Unit Price ( Rwf/Kg or pieces)	Projection Sales (September 2019- August 2020)
Substrate s	110,526 units	190	21,000,000	161,842 units	190	30,750,000



Tubes	94,500 tubes	400	37,800,000	138,375 tubes	400	55,350,000
Fresh Mushroom	16,800 Kgs	1,000	16,800,000	24,600 Kgs	1,000	24,600,000
Mushroom Flour	420 Kgs	20,000	8,400,000	615 Kgs	20,000	12,300,000
<b>Total</b>			<b>84,000,000</b>			<b>123,000,000</b>

Source: DEYI Business Data.

#### B. Issue Description:

Even if DEYI Ltd is almost 9 years old, its performance in terms of production capacity, quality control and operations in general is at its infant stage. Before the company received support from PSDAG, the company struggled to set up a modern processing plant. Despite, the current achievements, DEYI wishes to improve its processing practices, quality control and certification standards requirements. In addition, while DEYI has market potential of mushroom flour and fresh mushroom in Kigali and in the region, the company is not capable of supplying good quality products due the lack of appropriate processing skills. During F2F assessment activity, the management, highlighted that the staff lack processing and quality management skills, and that their products were not certified. To be successful on both local and export markets, DEYI needs to comply with the quality control policies and products certification requirements. Actually, in March 2019, a team from Rwanda Standards board conducted inspection on quality control and set recommendations and priorities for DEYI Ltd. To address the afore mentioned constraints, DEYI Ltd wishes to seek F2F volunteer's technical assistance on food processing, good quality management practices for mushroom processing and mushroom products certification.

#### C. Objectives of the Assignment

The overall objective of this F2F volunteer scope of work is to build capacity of DEYI Ltd staff and Management on processing and quality management practices. Specific objectives include:

- Conduct training on good quality management practices
- Create a process – flow chart/processing protocols for DEYI Ltd.
- Develop standard operating procedures for DEYI Ltd.
- Organize a half day debrief with Day Ltd to present the key findings and recommendation on the completed assignment.
- Prepare and submit a detailed report on the completed assignment, with clear recommendations to be implemented by the host.

#### D. Host Contribution

DEYI Ltd contribution to this assignment will include the following:

- Identify key staff to work with the volunteer on a daily basis and attend the training;
- Commit to be available to attend debrief;
- Provide training logistics for participants;



- Commit to implement all the recommendations provided by the volunteers after the completion of the assignments.

**E. Anticipated results from the Assignment**

After the training, the following outcomes are anticipated:

- The processes – flow chart/production protocols for DEYI Ltd will be developed, discussed and introduced
- The quality for mushroom products (substrates, tubes, fresh mushrooms and mushroom flour) will be improved;
- Establish and document quality control (QC) protocols and introduced .
- Key staff will be trained and coached on the QC protocols;
- The staff and management will have increased understanding of quality management practices;
- DEYI will be more prepared for certification processes.
- The company will be able to learn and understand good processing practices which will subsequently help them to pursue their application for certification from Rwanda Bureau of Standards (RBS);
- Clients will be able to acquire and consume quality mushroom products;
- Farmers organized into cooperatives will get reliable market opportunities and receive increased income
- Jobs will be created mainly for the youth and women;
- Company sales and incomes will increase;
- A final report detailing major constraints, achievements and recommendations will be produced

**F. Schedule of Volunteer Activities in Country (Draft)**

Day	Planned Activity
Day 1	Arrival in country, pick up and check – in at the Hotel (5 Swiss Hotel or any other assigned hotel).
Day 2	Break (Sunday)
Day 3	Meet the CRS Country Representative (CR), Head of Programs (HoP) for introductions (Morning)  Meet with the CRS Operations Manager for Security briefing (Morning)  Meet F2F Team for orientation on the scope of work, reporting and M&E requirements.  Meeting with the host DEYI Ltd Management, introduction and briefing. Touring the premises, agreeing on the assignment completion process (Afternoon)
Day 3 - 6	DEYI Ltd to introduce the volunteer to the staff in charge of the standard at Rwanda Standards Board – RSB (Focal person to DEYI Ltd for briefing).  Assessment of the existing quality control if any and inspection of materials and equipment’s of the factory.  Initiate the process – flow chart for DEYI Ltd & Production and Quality control (QC) protocols



	for DEYI
Day 7 & 8	Week end
Day 9-13	Continue training on the processing & quality control (QC) best practices
Day 14 - 15	Weekend
Day 16-17	Prepare a report on the assignment, describing achievements, participants, challenges if any, recommendations and next assignments if any.
Day 18	Organize and conduct a debrief meeting with DEYI Ltd to share key findings and recommendations.
Day 20	Conduct a debrief session on the completed assignment with CRS Country team and USAID. Fill and complete all necessary M&E forms and submit to F2F Program Director as well finalize advances and expenditures with finance
Day 21	Departure for USA

*This is a draft schedule, a final itinerary will be discussed and agreed by volunteer upon arrival*

**G. Desirable Volunteers Skills:**

- As described above, to address this need, the volunteer for this assignment should have degree in one of the following fields: Food Sciences, Food Industrial Technology, quality control and management, or a related field. Familiar with one on one adult coaching approaches.
- 5 years’ experience in operating a food processing factory and quality control insurance, certification processes, maintenance of the clean food processing spaces and equipment to meet safety standards, food products inspection to ensure accuracy and quality according to food safety regulations.

**H. Additional requirements, a volunteer must:**

- Be able to work independently motivated by the results
- Have very good interpersonal skills
- Be with ability to work in multicultural environment
- Be with the ability to support business at the early stage of the development
- Have industry-specific technical knowledge

**I. Accommodation, Weather and in -Country Logistics:**

Volunteer transportation to Rwanda, accommodation and meals will be taken care of by the CRS F2F Program. The volunteer will stay at 5 Swiss Hotel/ KN 25 Street 2, Kiyovu, Kigali, Rwanda/ phone: +250 (0)785511155/ Website: <http://www.5swisshotel.com>. The hotel is located in the very heart of the city center – best known as Kiyovu. It is at the center of a multitude of international and local restaurants and is only a few steps away from the city business center. Additionally, a local telephone (handset and SIM card) As well as internet will be provided upon arrival in Rwanda. Rwanda has very good weather patterns. Temperatures vary from 19 to 30 C degrees. It’s mostly warm during the day and cold at night. Appropriate dressing is recommended for the volunteer.

**J. Recommended assignment preparations**

- **Training Materials:**



In case any print out is needed for one on one coaching or training, the hand out materials can be printed at CRS office in Rwanda. Regarding Flip charts, markers, and a projector if needed, can be obtained at CRS Rwanda office.

- **Working Environment**

The assignment will be conducted at DEYI Ltd Headquarters which is based at Gasabo District, Jabana sector, Kabuye Cell, City of Kigali. The volunteer will work closely with DEYI Ltd MD, and employees and F2F Field team.

- **Recommended Reading**

Rwanda F2F program recommends that the volunteer takes time to read about the Horticulture sub sector, processing and quality requirements for foods processing in Rwanda. The following documents can also be of help:

- Made in Rwanda Policy
- Rwanda Standards Board/Zamukana Ubuziranenge (Grow with the Standards)  
[http://www.rsb.gov.rw/fileadmin/user\\_upload/files/pdf/new\\_stds/2015-2016\\_Standards\\_Published.pdf](http://www.rsb.gov.rw/fileadmin/user_upload/files/pdf/new_stds/2015-2016_Standards_Published.pdf)
- Rwanda Quality Policy

<https://rwandatrade.rw/media/2010%20MINICOM%20National%20Quality%20Policy.pdf>

**K. Key Contacts:**

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